The University of Minnesota’s Office for Equity and Diversity (OED) is seeking a highly qualified, motivated and creative leader to serve as the office’s Director of Education. The University of Minnesota is one of the most comprehensive public universities in the United States and ranks among the most prestigious. Our Twin Cities campus is both the state land-grant university, with a strong tradition of education and public service, and the state's primary research university, with faculty of national and international reputation. Founded in 1851, the University of Minnesota has five campuses—Twin Cities, Duluth, Morris, Crookston and Rochester and also includes extension offices, and research and outreach centers throughout the state.

The Education Program in the Office for Equity and Diversity is one of the foundations of the University’s system-wide equity and diversity work. The Director of Education (Director) leads this Education Program and is a critical member of the OED Leadership Team. This professional is responsible for all aspects of OED's enhanced focus on education, including its strategic framework, content development, pedagogy, and commitment to accessibility. The Education Director also has responsibility for assessing the educational needs of the University related to equity and diversity as well as for oversight of the development and implementation of a formal office-wide education evaluation plan.

This position, which reports to the Associate Vice President for Equity and Diversity, is critical to OED’s efforts to support the implementation of the University’s Equity and Diversity Vision Framework, which involves ambitious cultural transformation system wide. The University’s Equity and Diversity Vision framework is available at [http://www.academic.umn.edu/equity/](http://www.academic.umn.edu/equity/) More information about OED can be found at [https://diversity.umn.edu/home](https://diversity.umn.edu/home) and about its education program at [https://diversity.umn.edu/educationandtraining](https://diversity.umn.edu/educationandtraining)

The Director works closely with the directors and staff of all OED units, including the Office for Business & Community Economic Development; the Office for Conflict Resolution; the Disability Resource Center; the Office of Equal Opportunity and Affirmative Action; the Gender and Sexuality Center for Queer and Trans Life; the Institute for Diversity, Equity, and Advocacy; the Multicultural Center for Academic Excellence; the Women’s Center; and OED’s central administrative office.

**Essential Functions:**
The essential functions to be performed by the Director are:

- **Oversee the development and implementation of OED’s education program,** considering the needs of all of the University’s campuses system-wide.

- **Oversee development, delivery, and evaluation of the Equity and Diversity Certificate Program** – in concert with members of the OED Training Team.
• Oversee development, delivery, and evaluation of the Implicit Bias workshop series – in concert with members of the Implicit Bias Training Team.

• Oversee all other OED trainings and educational offerings, including the delivery of workshops, seminars, and conference presentations.

• Oversee development, delivery, and evaluation of OED educational partnerships – working closely with units across the University to design, implement and evaluate educational opportunities focused on equity and diversity.

• Mentor and consult with individuals, groups and teams to support the development of capacity system-wide on equity and diversity issues.

• Oversee OED internal staff education – develop, deliver and evaluate all-OED in-services and trainings for OED Leadership Team and staff across all OED units in partnership with staff from OED and other University partners.

• Serve as a member of OED’s Leadership Team and provide support for programs and initiatives undertaken by this group.

• Supervise the education program manager in all aspects of that professional’s work.

• Regularly present to OED leadership and its Training Team on current theory and practice related to equity, diversity, inclusion, and multicultural education, with an emphasis on emerging practices in higher education.

• Work collaboratively with OED senior staff supporting strategic equity and diversity work in University colleges, campuses and administrative units and develop coordinated strategic goals, tactics and evaluation measures.

• Annually present to OED leadership and its Training Team on OED’s education strategy goals, tactics, and progress to goals, and work with OED’s Communication Director to make this information available for public use, including during implementation of the University’s Equity and Diversity Vision Framework.

• Oversee development, delivery, and evaluation of OED’s external sales program for equity and diversity educational programming.

Additional responsibilities include:

• Participate in appropriate user groups, committees and OED cross-department teams

• Represent OED’s education and training program through presentations, active interactions with clients and constituents, and advocate for accurate and proactive information and resources

• Special projects as assigned
Required Qualifications:
● Terminal degree in relevant field and at least 8 years of experience or an advanced degree with 10 or more years of directly-related professional experience.
● At least five years of documented successful experience in developing, delivering, and evaluating education on topics of equity, diversity, and inclusion in higher education
● Experience in, and a demonstrated ongoing commitment to, working effectively with and across diverse communities: including people of color, underrepresented groups and new immigrant populations; American Indians; people with both apparent and non-apparent disabilities; women; people of various genders and sexual identities and expressions; and first-generation students from economically disadvantaged backgrounds.
● Demonstrated ability to create education experiences that address the unique needs of students, staff, and faculty.
● Demonstrated experience using multiple communication mediums in educational efforts
● Demonstrated ability to understand and educate about issues of social justice, privilege and marginality, and multiple, complex identities
● Demonstrated experience serving as a leader in a work setting, with attention to developing team members, facilitating communication, and aligning goals across functional areas
● Demonstrated experience managing projects

Preferred Qualifications:
● PhD or EdD or equivalent
● Demonstrated experience in training of trainers
● Demonstrated experience in supervising full time staff
● Demonstrated experience using educational technologies in training
● Demonstrated experience in curriculum development and classroom teaching, particularly within higher education

Application Process:
Applications will be reviewed beginning July 12, 2017 and will be accepted until the position is filled. Application must be made electronically through the University of Minnesota’s Online Employment System at https://employment.umn.edu/. The Job Opening number is: 317875.

Please submit the following information online: a letter setting out how your background qualifies you for this position and a current resume - including a list identifying three references and their contact information. Your application will not be considered complete without addressing these three requests.

If you have questions regarding the position, please contact Barbara Chapin at 612-626-7386. If you have difficulty negotiating the electronic application process, please contact Human Resources at 612-624-8647.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, gender identity, gender expression, age, marital status, disability, public assistance status, veteran status or sexual orientation. This document is available in alternative formats upon request at 612-626-7386.